

Mr. [unclear]

Q & M
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RECORDS MANAGEMENT DIVISION

26 JUL 1955

Chief, Regulations Control Staff,
Management Staff
THRU : Chief, Management Staff
Chief, Records Management Staff

Proposed Regulation No. Records Management

1. The attached proposed regulation rescinding R is submitted for approval of the RD/S. It is necessary to revise the records management regulation to reflect the reorganization which made the Management Staff responsible for the Records Management Program and to include program elements not previously covered.

2. Specifically, the proposed regulation brings forms management, reports management and correspondence management within the scope of records management; assigns responsibility for technical supervision of the Repository to the Management Staff and; provides for top level support by assigning to the Deputy Directors responsibility for establishing and maintaining area programs.

3. I do not feel that working level collaboration on the proposed regulation is necessary since its acceptance as a program charter will be determined principally by the decisions of the Deputy Directors. AB distribution of the regulation is recommended. Extension may be consulted for further information.

CONCURRENCE:

15/
Chief, Management Staff

Attachment:

Proposed R

28 July 1955
[Signature]
Date